



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #2.400 Program and Service Areas

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Authority: Wyoming Statute(s): 25-01-104; 25-01-105 ACA Standard(s): 4-4154; 4-4155-Revised; 4-4156; 4-4157- Revised; 4-4158- Revised; 4-4159- Revised; 4-4161; 4-4162; 4-4163; 4-4164; 4-4165; 4-4166; 4-4427.		Effective Date: December 15, 2014 Revision/Review History: 12/05/13 12/05/12
Cross Reference of Policy: P&P #3.006, <i>Property Control</i> ; P&P #3.010, <i>Tool Control</i> ; P&P #4.001, <i>Inmate Admission Procedures</i> ; P&P #4.400, <i>Food Service Health and Safety</i> ; P&P #5.400, <i>Inmate Visiting</i> .		Summary of Revision/Review: Updates existing policy pursuant to annual review. Supersedes Existing Policy :
Approved: R.O. Lampert Robert O. Lampert, Director		
12-8-14 Date		

REFERENCE

1. ATTACHMENTS- None Noted
2. OTHER – None Noted



I. PURPOSE

- A. **Requirements for Various Program and Service Areas.** The purpose of this Policy and Procedure is to describe minimum adequate space and other related requirements for various program and service areas in Wyoming Department of Corrections (WDOC) facilities. Spatial requirements are best determined by careful assessment of how, when, and by how many inmates such spaces are used.

II. POLICY

- A. **General Policy.** It is the policy of the WDOC to ensure that all program and service areas of a WDOC correctional facility are in compliance with applicable standards, particularly those of the American Correctional Association (ACA).

III. DEFINITIONS

- A. **Director:** The individual appointed by the Governor as Chief Administrative Officer of the Wyoming Department of Corrections, pursuant to W.S. § 9-2-1706.
- B. **Exercise/Recreation Area:** Facility space, separate from dayrooms, which allows for inmates to exercise and participate in recreational activities.
- C. **Unencumbered Space:** Usable space that is not encumbered by furnishings or fixtures.
- D. **Health Authority:** *(For this policy only.)* The Wyoming Department of Corrections contract medical services provider.

IV. PROCEDURE

- A. **Design Standards and Construction Codes**
1. Consistent enforcement of design standards and construction codes shall provide inmates and staff with appropriate program and service space.
 2. All facility physical plant features and all renovation and construction shall conform to applicable federal, state, and local building codes. In those areas, where a license or permit is not issued for specific construction or renovation, letters or certificates of compliance with



applicable codes shall be obtained and kept on file. Design and planning activity shall focus on incorporating the above requirements, and other associated codes, statute, and standards. Prior to approval of all future projects, the Director, or designee, shall review relevant plans to certify compliance with this policy.

3. To the extent possible, areas shall have adequate video observation equipment in order to detect, deter, and monitor the facility.
4. During design and construction development, cabling such as television, computers, and specialty training/education equipment shall be considered.

B. Recreation Areas

1. **General Population Recreation Areas.** Both covered/enclosed and outdoor recreation areas for general population inmates shall be provided in a sufficient number to ensure that each inmate is offered at least one (1) hour of access daily. Use of outdoor areas is preferred but covered/enclosed areas must be available for use in inclement weather. Covered/enclosed areas can be designed for multiple uses as long as the design and furnishings do not interfere with scheduled exercise activities. (ACA 4-4154)

- i. The minimum space requirements for recreational areas are as follows:
 - a. Outdoor recreation facilities where one hundred (100) or more inmates utilize one (1) recreation area shall be fifteen (15) square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than one thousand, five hundred (1,500) square feet of unencumbered space.
 - b. Outdoor exercise areas in facilities where less than one hundred (100) inmates have unlimited access to an individual recreation area shall be fifteen (15) square feet per inmate for the maximum number of inmates for the maximum number of inmates expected to use the space at one time, but not less than seven hundred fifty (750) square feet of unencumbered space.
 - c. Covered/enclosed exercise areas in facilities where one hundred (100) or more inmates utilize one (1) recreation area shall be fifteen (15) square feet per inmate for the



maximum number of inmates expected to use the space at one time, with a minimum ceiling height of eighteen (18) feet, but not less than one thousand (1,000) square feet of unencumbered space.

- d. Covered/enclosed exercise areas in facilities where less than one hundred (100) inmates utilize one (1) recreation area shall be fifteen (15) square feet per inmate for the maximum number of inmates expected to use the space at one time, with a minimum ceiling height of eighteen (18) feet, but not less than five hundred (500) square feet of unencumbered space.
 - ii. A minimum ceiling height of eighteen (18) feet shall be provided to facilitate basketball and similar activities. This space shall include an area for vigorous exercise during inclement weather, and shall be at least large enough to accommodate weight lifting and basketball activities.
 - iii. All activity areas shall have toilets and washbasins available in the immediate vicinity that are accessible to all inmates using the area.
- 2. **Inspection of Recreation Areas.** Inspections of all recreation areas shall take place at least monthly to ensure the following:
 - i. Lighting shall be appropriate to the activity area;
 - ii. Temperatures shall be maintained at levels that are appropriate to seasonal comfort zones for the activities permitted in the area;
 - iii. Locked unit recreation facilities shall be substantially the same as those for the general institution population, offering an area for indoor exercise outside the room or cell of, at a minimum, thirty-five (35) square feet of floor space per inmate; and
 - iv. Locked unit outdoor or covered recreation shall provide a minimum of fifteen (15) square feet times the maximum number of inmates to use such an area.
- 3. **Segregation Recreation Areas.** All WDOC segregation units shall have either outdoor uncovered or outdoor covered exercise areas. (ACA 4-4155-Revised)
 - i. The minimum space requirements for outdoor exercise areas for segregation units are as follows:



- i. See WDOC Policy and Procedure #5.400, *Inmate Visiting*, for other descriptive information regarding the visiting facilities and procedures.

5. Restroom facilities shall be accessible to visitors and shall be separate from inmate restroom facilities.

D. Classroom Areas

1. In newly (*i.e.* after January 1, 1990) constructed, renovated or additions only, institutions offering academic and vocational training programs, classrooms shall be designed in consultation with school authorities. (ACA 4-4157-R)
2. In addition to required environmental conditions, classrooms will contain storage for supplies, equipment, staff belongings, and other necessary items.
3. Each classroom area shall have space where staff may write down examples during instruction for the class (*e.g.*, blackboard or marker board).

E. Dining Areas

1. There shall be space for group dining, except when security or safety considerations justify otherwise, and the dining areas shall be large enough to allow for meals to be served, affording each inmate the opportunity to have at least twenty (20) minutes of dining time for each meal. (ACA 4-4158-R)
 - i. The time for meals begins when the last inmate in line sits down to consume the meal. Staff must monitor time limits to ensure adequate time is given.
2. In institutions where inmates are not served meals in their cells, all inmates shall be called for meals from jobs and housing areas systematically to ensure every inmate has at least twenty (20) minutes to eat.
3. Inmates may be fed in cell based on their individual status or housing unit.

F. Food Preparation and Storage Areas



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1. There are sanitary, temperature-controlled facilities for the food storage of all foods. The food preparation area shall include a space for food preparation based on population size, type of food preparation, and methods of service. (ACA 4-4159-R)
 - i. The kitchen floor space shall have the equivalent of ten (10) square feet per inmate, not including storage areas.
 - ii. Kitchen equipment and food storage facilities shall be sufficient for the quantity of food prepared.
2. Readily available toilet and washbasin facilities shall be available to food service personnel and inmates in the vicinity of the food preparation area. (ACA 4-4161)
 - i. In bathroom areas there shall be signage that indicates inmates and staff must wash their hands following use of the rest room.

G. Housekeeping Areas

1. Janitorial and light maintenance supply storage areas shall be provided for each living unit, work area, and activity area. These shall include broom and mop storage racks, a sink, and storage shelving or cabinets for cleaning implements and supplies. (ACA 4-4162)
2. Space shall be provided in the institution to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations. (ACA 4-4163)
 - i. Linen supply rooms shall be available in each living area to store bedding, clothing, sanitation and paper supplies, and other supplies that are issued daily.

H. Personal Property Storage Areas

1. In accordance with WDOC Policy and Procedure #3.006, *Property Control*, space shall be provided in all WDOC facilities for storing the personal property of inmates safely and securely. (ACA 4-4164)
 - i. There shall be sufficient storage space in the housing areas to enable each inmate to store all permissible personal property.
 - ii. Property shall be limited to that which is approved in WDOC policy.



2. A storage area of inmate personal property shall be available in the receiving and discharge area for short-term storage of a limited number of items as described in WDOC Policy and Procedure #4.001, *Inmate Admission Procedures*.

I. Health Services Areas and Equipment. Equipment, supplies, and materials for health services shall be provided and maintained as determined by the WDOC health authority. (ACA 4-4427)

1. Facilities shall evaluate and develop a location in which nurse sick call may occur. Equipment needed in these areas shall be provided and maintained by the health authority.

J. Mechanical Equipment Space. In all WDOC facilities, separate and adequate space shall be provided for mechanical and electrical equipment. (ACA 4-4165)

1. Mechanical equipment space is located throughout the facility. Mechanical equipment items may include but are not limited to:
 - i. heating plant machinery;
 - ii. ventilation equipment;
 - iii. air conditioners;
 - iv. fans;
 - v. water supplies;
 - vi. waste removal dumpsters; and
 - vii. Electrical equipment and communication equipment.
2. In addition, secure tool storage areas shall be incorporated into all facilities, in accordance with WDOC Policy and Procedure #3.010 *Tool Control*.

K. Commissary/Canteen Area

1. Space shall be provided for an inmate commissary or canteen, or provisions shall be made for a commissary service. (ACA 4-4166)



2. The commissary or inmate store shall be located in a secure area that allows for efficient traffic flow and secure movement of commissary sales items from a main storage area to the place of sale.

V. TRAINING POINTS

- A. What are the types of areas covered in this policy?
- B. What is covered under a recreation area inspection?
- C. Dining rooms should be big enough so that inmates can be afforded at least how many minutes for meals?
- D. TRUE/FALSE: Restroom facilities shall be accessible to visitors but do not need to be separate from inmate restroom facilities.